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|  | **Work Request Form – Rev B – 13/02/2023** |
| **Property Infrastructure and Management Division** |

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| **Application details** |
| Requestor Name: |
| Contact No: |
| Faculty/ School/ Department/ Business Unit: |
| Campus Name: |
| Building Name: Room Number: |
| Head of School/Faculty/Department: |
| Head of School/Faculty/Department Finance Manager: |
| Budget for Client or PIMD: |
| State budget amount: |
| Date of application: |

**Nature of work (tick all that apply)**

Major work Minor work

Internal works External works

**Nature of Request (tick all that apply)**

Repairs  Maintenance  Refurbishment  Alteration  New Space

**Type of Request (tick all that apply)**

Electrical  Plumbing  Painting  Ceiling  Flooring  Glazing

Ironmongery  Air Conditioning  Refrigeration  Chiller  Central Heating

Space Heating  Furniture  Roads  Signage  Other

**Description**

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| **For Office use only** |
| Date Reviewed: |
| Priority assigned: |
| Authorised by: |
| Work assigned to: |
| Date started: |

**Comments**

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| **Completion** |
| Date Completed: |
| Time taken to complete: |
| Client Approval: |
| Building Manager approval: |